Total # of Inspections Items Inspected Passed Toilet Rooms 6 Sweep Floors 6 6	<u>Failed</u>
6 Sweep Floors 6	
	0
6 Damp Mop Floors 6	0
6 Clean Fixures 6	0
4 Spot Clean 1	3 3 0
3 Dust Moldings 0	3
6 Empty Trash 6	
6 Fill bathroom receptacles 6	0
6 Wet wipe bright metal 6	0
1 Remove dust f/louvers 0	1
	0
5 Mirrors cleaned 5 2 Replace air fresheners 2	0
Room Cleaning	
	0
	1 2
l II II -	2
0 Mirrors cleaned	0
6 Vacuum carpeting 6	· ·
5 Clean edges of carpet 5	0
6 Dust office fixtures 0	6
5 Spot clean carpet 2	3 2
2 Dust all horizontal surfaces 0	1 2
0 Pile brush	
0 Dust/vacuum louvers	II.
0 Dust mop hard floors	
1 Damp mop marble floors 0 Common Areas	1
1 Wipe glass doors 1	0
1 Dust window seals & blinds 1	∦ o
0 Clean/wipe wood/metal frames	
1 Damp mob, buff floors 1	0
0 Dust/vacuum louvers	j
0 Spot clean carpet	1
0 Clean, vacuum, and dust elevator tracks	
0 Vacuum edges of carpet	
0 Wipe clean light plates	
0 Shine brass	
1 Sweep/dust stairwells 1	o
	l ő
0 Remove dust/cobwebs 0 Maintain marble floors	· I
Exteriors	1
3 Sweep entrances to bidgs 2	1
<u>Deficiencies</u>	
0 Report physical deficiencies	
Break Area/Kitchen Areas	lj .
0 Wipe down all tables	
0 Empty Trash	1
0 Clean/wash basins	
0 Fill dispensers	I
0 Vacuum carpeting	1
0 Spot clean carpet	
0 Damp mop hard surfaces	
TOTALS 100 78	22

Attachment # 6

	<u>MOI</u>	NTH:	<u>AUG</u>	<u> SUST</u>	
R &	RC	orpo	rate	Syste	ems

Total # of Inspections Items Inspected Passed Failed	R & R Corporate Systems						
2 Sweep Floors 2 0 0 Damp Mop Floors 2 0 Clean Fixures 2 0 0 Spot Clean 0 Dust Moldings 2 Empty Trash 2 0 Fill bathroom receptacles 2 0 0 Remove dust flouvers 2 0 Remove dust flouvers 2 0 Remove dust fresheners 2 0 Replace air fresheners Room Cleaning 2 0 Replace air fresheners Room Cleaning 2 0 Dust window seals & blinds 0 2 0 O Clean edges of carpet 0 O Clean edges of carpet 0 O Dust office fixures 0 2 O Clean edges of carpet 0 Dust office fixures 0 2 O Clean edges of carpet 0 Dust office fixures 0 0 Dust window seals & blinds 1 O Dust window se	Total # of Inspections		<u>Items Inspected</u>	Passed	<u>Failed</u>		
Damp Mop Floors Clean Fixures 2 0			Toilet Rooms				
Clean Fixures 2		2	Sweep Floors	2	0		
0	1		Damp Mop Floors				
Dust Moldings		2	Clean Fixures	2	0		
2		0	Spot Clean				
2		0	Dust Moldings				
2		2	Empty Trash	2	0		
Remove dust f/louvers 2		2	Fill bathroom receptacles	2	0		
Mirrors cleaned 2		2	Wet wipe bright metal	2	0		
Replace air fresheners Room Cleaning		0	Remove dust f/louvers				
Replace air fresheners Room Cleaning		2	Mirrors cleaned	2	0		
Room Cleaning	<u> </u>		Replace air fresheners		1		
2	ļ						
2		2	<u> </u>	2	0		
0		2					
Mirrors cleaned 2			Solid waste collected				
2							
Clean edges of carpet 2				2	l 0		
Dust office fixtures Spot clean carpet		l ō					
Spot clean carpet		2		loi	2		
Dust all horizontal surfaces Pile brush Dust/vacuum louvers Dust mop hard floors Common Areas Wipe glass doors Dust window seals & blinds Clean/wipe wood/metal frames Damp mob, buff floors Dust/vacuum louvers Dust/vacuum louvers Spot clean carpet Clean, vacuum, and dust elevator tracks Vacuum edges of carpet Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Preak Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces		Ιö	JI I		_		
Pile brush Dust/vacuum louvers Dust mop hard floors Damp mop marble floors Common Areas Wipe glass doors Dust window seals & blinds Clean/wipe wood/metal frames Damp mob, buff floors Dust/vacuum louvers Damp mob, buff floors Clean, vacuum, and dust elevator tracks Clean, vacuum, and dust elevator tracks Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces							
Dust/vacuum louvers Dust mop hard floors Damp mop marble floors Common Areas Wipe glass doors Dust window seals & blinds Clean/wipe wood/metal frames Damp mob, buff floors Dust/vacuum louvers Spot clean carpet Clean, vacuum, and dust elevator tracks Vacuum edges of carpet Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Sweep/dust stairwells Dust more resilient floors Exteriors Sweep entrances to bidgs Deficiencies Preak Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces	ŀ		li l				
Dust mop hard floors							
Damp mop marble floors		1					
Common Areas							
1 Wipe glass doors 1 Dust window seals & blinds 1 Damp mob, buff floors 1 Damp mob, buff floors 1 Damp mob, buff floors 1 Dust/vacuum louvers 2 Spot clean carpet 3 Clean, vacuum, and dust elevator tracks 4 Vacuum edges of carpet 5 Wipe clean light plates 6 Shine brass 7 Sweep/dust stairwells 7 Dust mop resilient floors 8 Exteriors 7 Sweep entrances to bldgs 7 Deficiencies 8 Report physical deficiencies 9 Ereak Area/Kitchen Areas 9 Wipe down all tables 9 Empty Trash 10 Clean/wash basins 11 Distributions 12 Deficiencies 13 Sweep entrances to bldgs 15 Deficiencies 16 Empty Trash 17 Clean/wash basins 18 Fill dispensers 19 Vacuum carpeting 10 Spot clean carpet 10 Damp mop hard surfaces		ľ	' '				
1		1	II	0	1		
Clean/wipe wood/metal frames Damp mob, buff floors Dust/vacuum louvers Spot clean carpet Clean, vacuum, and dust elevator tracks Vacuum edges of carpet Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces							
1 Damp mob, buff floors 0 Dust/vacuum louvers 0 Spot clean carpet 0 Clean, vacuum, and dust elevator tracks 0 Vacuum edges of carpet 0 Wipe clean light plates 0 Shine brass 0 Sweep/dust stairwells 2 Dust mop resilient floors 2 0 Remove dust/cobwebs 0 Maintain marble floors Exteriors 3 Sweep entrances to bldgs 2 Deficiencies Break Area/Kitchen Areas 0 Wipe down all tables 0 Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Spot clean carpet 0 Damp mop hard surfaces			II I	·			
O Dust/vacuum louvers O Spot clean carpet Clean, vacuum, and dust elevator tracks Vacuum edges of carpet Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Preak Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces				1	ا ا		
Clean, vacuum, and dust elevator tracks Clean, vacuum, and dust elevator tracks Vacuum edges of carpet Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Preak Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces		· ·					
Clean, vacuum, and dust elevator tracks Vacuum edges of carpet Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Report physical deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces							
0 Vacuum edges of carpet 0 Wipe clean light plates 0 Shine brass 0 Sweep/dust stairwells 2 Dust mop resilient floors 2 Dest mop resilient floors 0 Remove dust/cobwebs 0 Maintain marble floors Exteriors 3 Sweep entrances to bldgs 2 1 Deficiencies Report physical deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces							
0 Wipe clean light plates 0 Shine brass 0 Sweep/dust stairwells 2 Dust mop resilient floors 2 Dust mop resilient floors 0 Remove dust/cobwebs 0 Maintain marble floors Exteriors 3 Sweep entrances to bldgs 2 1 Deficiencies 0 Report physical deficiencies Break Area/Kitchen Areas 0 Wipe down all tables 0 Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces		1					
Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Report physical deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces		1			!		
0 Sweep/dust stairwells 2 Dust mop resilient floors 2 Remove dust/cobwebs 0 Maintain marble floors Exteriors 3 Sweep entrances to bldgs 2 1 Deficiencies 0 Report physical deficiencies Break Area/Kitchen Areas Wipe down all tables 0 Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces		l					
2 Dust mop resilient floors 0 Remove dust/cobwebs 0 Maintain marble floors Exteriors 3 Sweep entrances to bldgs 0 Report physical deficiencies Break Area/Kitchen Areas 0 Wipe down all tables Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces							
0 Remove dust/cobwebs 0 Maintain marble floors Exteriors 3 Sweep entrances to bldgs 0 Report physical deficiencies Break Area/Kitchen Areas 0 Wipe down all tables 0 Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces			· .	2	l n		
Maintain marble floors Exteriors Sweep entrances to bldgs Deficiencies Report physical deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces			, I	_			
Exteriors 3 Sweep entrances to bldgs Deficiencies Report physical deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces			1				
3 Sweep entrances to bldgs Deficiencies Report physical deficiencies Break Area/Kitchen Areas Wipe down all tables Empty Trash Clean/wash basins Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces		'					
0 Report physical deficiencies Break Area/Kitchen Areas 0 Wipe down all tables 0 Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces		3	Sweep entrances to bldgs	2	1		
0 Wipe down all tables 0 Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces		0	Report physical deficiencies				
0 Empty Trash 0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces		n					
0 Clean/wash basins 0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces							
0 Fill dispensers 0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces							
0 Vacuum carpeting 0 Spot clean carpet 0 Damp mop hard surfaces			l l				
0 Spot clean carpet 0 Damp mop hard surfaces							
0 Damp mop hard surfaces							
101ALU 20 22 6	TOTALS		Darry mor hard surfaces	22			
	· O · ALS	20		22	0		

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	QUARTER: APRIL, MAY AND JUNE C & L Associates					
Total # of	Inspections	Items Inspected	Passed	<u>Failed</u>		
		Toilet Rooms				
	4	Sweep Floors	4	0		
	3	Damp Mop Floors	3	0		
	4	Clean Fixures	4	0		
	1	Spot Clean	1	0		
	1	Dust Moldings	1 1	0		
		Empty Trash	3	Ō		
	3 3 3	Fill bathroom receptacles	3	Ō		
	š	Wet wipe bright metal	3	Ιõ		
	ŏ	Remove dust f/louvers				
ľ	3	Mirrors cleaned	3	Ιo		
	0	Replace air fresheners		ı		
	'	Room Cleaning				
il .		[]	,	۱ ۸		
	4	Empty Trash Dust window seals & blinds	3	0		
	3	19 '	3			
]	3	Solid waste collected) ³	0		
	0	Mirrors cleaned				
	4	Vacuum carpeting	4	0		
	0	Clean edges of carpet	0	0		
	1	Dust office fixtures	0	1		
-	4	Spot clean carpet	4	0		
	1	Dust all horizontal surfaces	0	1		
	0	Pile brush				
	0	Dust/vacuum louvers				
]].	0	Dust mop hard floors]			
	0	Damp mop marble floors				
		Common Areas				
!	1	Wipe glass doors	1 1	Ιo		
	0	Dust window seals & blinds				
	1	Clean/wipe wood/metal frames	1 1	0		
Į	1	Damp mob. buff floors	1	Ιō		
	ĺó	Dust/vacuum louvers	Ö	Ŏ		
	Ĭ	Spot clean carpet		Ιŏ		
	Ö	Clean, vacuum, and dust elevator tracks	']		
	0	Vacuum edges of carpet				
	0	Wipe clean light plates				
	ll .	Shine brass				
	0					
	0	Sweep/dust stairwells	,			
	2	Dust mop resilient floors	2	0		
	0	Remove dust/cobwebs				
	0	Maintain marble floors]			
	_	<u>Exteriors</u>		_		
	2	Sweep entrances to bldgs	2	0		
		<u>Deficiencies</u>				
	0	Report physical deficiencies				
		Break Area/Kitchen Areas				
	0	Wipe down all tables				
	1	Empty Trash	1	0		
	0	Clean/wash basins				
	1	Fill dispensers	1	0		
	Ö	Vacuum carpeting				
]	Ö	Spot clean carpet				
	1	Damp mop hard surfaces	1	0		
TOTALS	56	F	54	2		
· V · ALG						

Attachment # 6
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	MONTH: AUGUST					
		C & L Associates	1			
Total # of	f Inspections	<u>Items Inspected</u>	Passed	<u>Failed</u>		
		Toilet Rooms				
	4	Sweep Floors	4			
	4	Damp Mop Floors	4			
1	4	Clean Fixures	4			
	0	Spot Clean				
	0	Dust Moldings				
	4	Empty Trash	4			
1	4	Fill bathroom receptacles	4	ŀ		
	3	Wet wipe bright metal	3			
	0	Remove dust f/louvers				
	4	Mirrors cleaned	4			
	0	Replace air fresheners				
		Room Cleaning				
	4	Empty Trash	4			
	3	Dust window seals & blinds	3			
1	2	Solid waste collected	2			
İ	0	Mirrors cleaned				
	∦ 4	Vacuum carpeting	4			
]	1	Clean edges of carpet	1 1			
	0	Dust office fixtures	!			
I	4	Spot clean carpet	4			
	0	Dust all horizontal surfaces				
ļ	0	Pile brush				
	0	Dust/vacuum louvers				
	2	Dust mop hard floors	2			
-	2	Damp mop marble floors	2			
H		Common Areas	. [
	2	Wipe glass doors	2			
	0	Dust window seals & blinds				
	0	Clean/wipe wood/metal frames				
	1	Damp mob, buff floors	1			
	0	Dust/vacuum louvers]			
	0	Spot clean carpet				
	0	Clean, vacuum, and dust elevator tracks				
J	0	Vacuum edges of carpet				
		Wipe clean light plates Shine brass	1			
	0					
1	2	Sweep/dust stairwells				
	0	Dust mop resilient floors Remove dust/cobwebs	2			
	0	Maintain marble floors				
ĺ.		!				
	0	<u>Exteriors</u> Sweep entrances to bldgs				
<u> </u>	"	II				
	o	<u>Deficiencies</u> Report physical deficiencies				
	 	Break Area/Kitchen Areas				
	1	Wipe down all tables				
	3	Empty Trash				
		Clean/wash basins	3 3			
	3	Fill dispensers	3			
]	Ö	Vacuum carpeting	٠			
	ő	Spot clean carpet				
}	3	Damp mop hard surfaces	3			
TOTALS	68					
			68	0		

Attachment # 6
Page _ + of 8

	Swifty Maintenance						
Total # of	Inspections	Items Inspected	Passed	<u>Failed</u>			
		<u>Toilet Rooms</u>					
	3	Sweep Floors	3	0			
	2	Damp Mop Floors	0	2			
	4	Clean Fixures	2	2			
	1	Spot Clean	0	1			
	0	Dust Moldings					
	4	Empty Trash	4	0			
	3	Fill bathroom receptacles	2	1			
]	3	Wet wipe bright metal	0	3			
	0	Remove dust f/louvers					
	4	Mirrors cleaned	4	0			
	0	Replace air fresheners					
l		Room Cleaning					
4	2	Empty Trash	2	0			
H	2	Dust window seals & blinds	0				
	2	Solid waste collected	2	2 0 0			
	1	Mirrors cleaned	1	Ď			
1	1	Vacuum carpeting	li	ŏ			
	lli .	Clean edges of carpet					
	0 2	Dust office fixtures	0	2			
1	1	Spot clean carpet	Ö	2			
	İ	Dust all horizontal surfaces	'	'			
	Ĭŏ	Pile brush					
	0	Dust/vacuum louvers	!	1			
	1		0	, ,			
	Ó	Dust mop hard floors	'	1			
	l '	Damp mop marble floors					
]		Common Areas		_			
	1	Wipe glass doors	1	0			
	1	Dust window seals & blinds	0	1			
]	0	Clean/wipe wood/metal frames	_ [
	1	Damp mob, buff floors	0	1			
ĺ]	Dust/vacuum louvers	0	1			
,	1	Spot clean carpet	0	1			
1	0	Clean, vacuum, and dust elevator tracks					
	0	Vacuum edges of carpet		İ			
1	0	Wipe clean light plates					
í li	0	Shine brass					
	0	Sweep/dust stairwells					
	1	Dust mop resilient floors	0]	1			
	0	Remove dust/cobwebs					
	0	Maintain marble floors	ļ				
) ii		<u>Exteriors</u>	ľ				
	1	Sweep entrances to bldgs	1	0			
		<u>Deficiencies</u>					
	0	Report physical deficiencies	1				
 		Break Area/Kitchen Areas	ļ				
<u> </u>	0	Wipe down all tables					
	0	Empty Trash					
	0	Clean/wash basins	ļ				
	0	Fill dispensers	İ				
]	o l	Vacuum carpeting					
	ő	Spot clean carpet					
ĺ	ŏ	Damp mop hard surfaces					
TOTALS	43		23	20			
	70		43	∠0			

QUARTER: APRIL, MAY AND JUNE

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MONTH: AUGUST Swifty Maintenance					
Total # of Inspections		Items Inspected	Passed	<u>Failed</u>	
	<u> </u>				
		<u>Toilet Rooms</u>		1 4	
	3	Sweep Floors	2	1 1	
	2	Damp Mop Floors Clean Fixures	2 2 1 2]	
	3		1	1	
	0	Spot Clean	2	1	
]		Dust Moldings Empty Trash		١ ,	
	2 3	11 ' · ·	2	0	
	2	Fill bathroom receptacles	2 2	1	
j	ő	Wet wipe bright metal Remove dust f/louvers	0	0	
	1	Mirrors cleaned	0	0	
 			1	'	
	"	Replace air fresheners			
! !	3	Room Cleaning Empty Trash	, ,	١ ,	
	2	Dust window seals & blinds	3	0	
	2	N I	0	2	
	3 0	Solid waste collected Mirrors cleaned	3	0	
	2	1			
		Vacuum carpeting	1	1	
	0	Clean edges of carpet			
	3	Dust office fixtures	0	3 2	
į į	3	Spot clean carpet	1	2	
	0	Dust all horizontal surfaces			
	0	Pile brush			
	0	Dust/vacuum louvers			
	1	Dust mop hard floors	0	1	
į į	1	Damp mop marble floors	0] 1	
il I		Common Areas		1	
j.]	Wipe glass doors	1	0	
	1	Dust window seals & blinds	0	1	
j j	0	Clean/wipe wood/metal frames			
	3	Damp mob, buff floors	0	3	
	0	Dust/vacuum louvers			
	2	Spot clean carpet	0	2	
	0	Clean, vacuum, and dust elevator tracks		i	
	0	Vacuum edges of carpet			
	0	Wipe clean light plates			
	0	Shine brass			
	1	Sweep/dust stairwells	0	1 2	
	2 0	Dust mop resilient floors	0	2	
		Remove dust/cobwebs			
	0	Maintain marble floors			
		<u>Exteriors</u>			
	1	Sweep entrances to bldgs	1	0	
		<u>Deficiencies</u>			
	0	Report physical deficiencies			
		Break Area/Kitchen Areas			
	3	Wipe down all tables	3	0	
	3 3 3	Empty Trash	3 3 2 2	0	
	3	Clean/wash basins	2	1	
	2	Fill dispensers	2	0	
,	0	Vacuum carpeting			
	0	Spot clean carpet			
	2	Damp mop hard surfaces	1	1	
TOTALS	61		35	26	

QUARTER: APRIL, MAY AND JUNE Step One Total # of Inspections Items Inspected Passed **Failed Toilet Rooms** Sweep Floors Damp Mop Floors Clean Fixures Spot Clean Dust Moldings Empty Trash Fill bathroom receptacles Wet wipe bright metal Remove dust f/louvers Mirrors cleaned Replace air fresheners Room Cleaning Empty Trash Dust window seals & blinds Solid waste collected Mirrors cleaned Vacuum carpeting Clean edges of carpet Dust office fixtures Spot clean carpet Dust all horizontal surfaces Pile brush Dust/vacuum louvers Dust mop hard floors Damp mop marble floors Common Areas Wipe glass doors Dust window seals & blinds Clean/wipe wood/metal frames Damp mob, buff floors Dust/vacuum louvers Spot clean carpet Clean, vacuum, and dust elevator tracks Vacuum edges of carpet Wipe clean light plates Shine brass Sweep/dust stairwells Dust mop resilient floors Remove dust/cobwebs Maintain marble floors **Exteriors** Sweep entrances to bldgs Deficiencies Report physical deficiencies **Break Area/Kitchen Areas** Wipe down all tables Empty Trash Clean/wash basins Fill dispensers Vacuum carpeting Spot clean carpet Damp mop hard surfaces TOTALS

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MONTH: AUGUST
Step One

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Page _____ of ______

Step One						
Total # of	Inspections	Items Inspected	<u>Passed</u>	<u>Failed</u>		
		Toilet Rooms				
	10	Sweep Floors	8	2		
	6	Damp Mop Floors	3	2 3 1		
	9	Clean Fixures	8	1		
	3	Spot Clean	0	3		
	0	Dust Moldings				
	10	Empty Trash	10	0		
	8	Fill bathroom receptacles	7	1		
	3	Wet wipe bright metal	1	2 3 2		
	3 3	Remove dust f/louvers	0	3		
	5	Mirrors cleaned	3	2.		
	l o	Replace air fresheners		-		
		Room Cleaning				
	11	Empty Trash	11	0		
	10	Dust window seals & blinds	1	9		
	1 1	Solid waste collected	'	٥		
	6	Mirrors cleaned	' !	"		
	II			,		
	10	Vacuum carpeting	6	4		
	2	Clean edges of carpet	0	2 6 3 3		
	6	Dust office fixtures	0	6		
	4	Spot clean carpet	1	3		
	3	Dust all horizontal surfaces	0	3		
	∥ 0	Pile brush]			
	<u> </u> 0	Dust/vacuum louvers	[
	2 2	Dust mop hard floors	0	2		
	2	Damp mop marble/prefinished flrs	0	2		
		Common Areas	•			
	4	Wipe glass doors	з	1		
] 1	Dust window seals & blinds	l o l	1		
	0	Clean/wipe wood/metal frames				
	7	Damp mob, buff floors	1 1	6		
	o	Dust/vacuum louvers	'	Ū		
	ĺ	Spot clean carpet				
	2	Clean, vacuum, and dust elevator tracks	0	2		
	2	Vacuum edges of carpet	1 1	1		
	0	Wipe clean light plates	'	'		
	ő	Shine brass				
	2] _	_		
	2	Sweep/dust stairwells	0	2		
	3	Dust mop resilient floors	0	2 2 3		
l		Remove dust/cobwebs	0	3		
	0	Maintain marble floors				
		<u>Exteriors</u>				
	4	Sweep entrances to bldgs	0	4		
	!	<u>Deficiencies</u>				
	0	Report physical deficiencies				
ł		Break Area/Kitchen Areas				
	2	Wipe down all tables	0	2		
	8	Empty Trash	8	0 3		
	6	Clean/wash basins	8 3 7	3		
	7	Fill dispensers	7	Ö		
ļ	Ó	Vacuum carpeting	'	-		
į	2	Spot clean carpet	o	2		
	2	Damp mop hard surfaces	ŏ	2		
OTALS	162					
~ . ~ . ~	104		83	79		